



-JOB OPPORTUNITY-

MUSEUM COORDINATOR

Museum Coordinator: Regular non-exempt 35 hours a week position with benefits.

Job Summary – Under supervision, performs a variety of work in coordinating the day to day operation of the Virgin Valley Heritage Museum. Responsible for interpreting the local history, providing information to the public, assisting in research, organize and inventory of the artifacts, and leading tours of the Museum.

Essential Functions: Supervise day-to-day operations of the museum, including, but not limited to: open and close facility; oversee sales, maintain inventory, assist with ordering and pricing of merchandise, reconcile cash drawer and donation box, and other logistical details; Provide information concerning the activities of the Museum to organizations, groups, and the general public; Clean and maintain exhibits, displays, materials and facility; Collect, arrange, display, record and/or store historical artifacts, manuscripts, art work, photographs, flora, fauna, and other related items; Create press release and flyers about various activities. Update web site information; Recruit, train and supervise and schedule part-time employees and volunteers; Supervise scheduling, programming (including special events), and group tours; Develop programs and lectures for audiences of various age groups; Conduct research on relevant data, reports, and historical source documents; Assist in preparing budget; Maintain visitor statistics; Catalog all collections; use collections management software for inventory; Be dependable and meet acceptable attendance requirements at all times; Follow all applicable safety rules and regulations; Perform other related duties as assigned.

Knowledge: Principles of organization, administration techniques and museum management; Research techniques; Artifacts and exhibits associated with museum; Modern office methods and procedures; Planning, survey and preservation techniques.

Ability: Supervise and organize a number of programs within a museum; Supervise and oversee assigned facility, display and artifact maintenance and upkeep requirements relating to the museum; Represent the agency and interact diplomatically with state and federal agencies, professionals and the general public; Follow written and oral instructions; Carry out collections management tasks, including care and inventory; Work with vendors; Deal courteously with the general public; Prepare effective correspondence and reports; Conduct research work, and present proposals and reports in a clear and effective manner; Train and supervise part time employee and volunteers; Receive and account for cash; Work flexible schedule that includes Saturdays and some evenings.

License or Certificate: 1) High school diploma or G.E.D. 2) College graduate with a degree specialization in history, museum studies or related field preferred. 3) Two years of experience in administrative work, supervision or management. **Preferred** experience in a historical agency, museum, or a similar organization or institution, including responsibility for exhibit preparation, public relations, marketing and research. Must possess at the time of employment and continuously throughout employment a valid Class "C" driver's license.

Salary: \$12.16 - \$16.61/hr

DEADLINE TO APPLY:

Wednesday, May 2, 2012, by 4:00 p.m.

HOW TO APPLY: The employment application must be completed and submitted either by mail, fax, or hand-delivery. Resumes **WILL NOT** be accepted in lieu of completed employment application. The City of Mesquite Human Resources Department is NOT responsible for lost, damaged or late applications or other situations beyond our control which may arise and cause a delay in the application process. Applicants are required to supply verification of education and any other stated minimum requirements of the position. Failure to satisfactorily demonstrate that the minimum requirements of the posted position have been FULLY met will result in disqualification.

City of Mesquite

10 East Mesquite Blvd, Mesquite, NV 89027

(702) 346-5295 – Fax (702) 346-2795

www.mesquitenv.gov

Hours: Monday-Thursday 7:30 a.m. – 5:30 p.m.

DVT, City Mesquite Web & Bulletin Board

Posted: Wednesday, April 18, 2012

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.